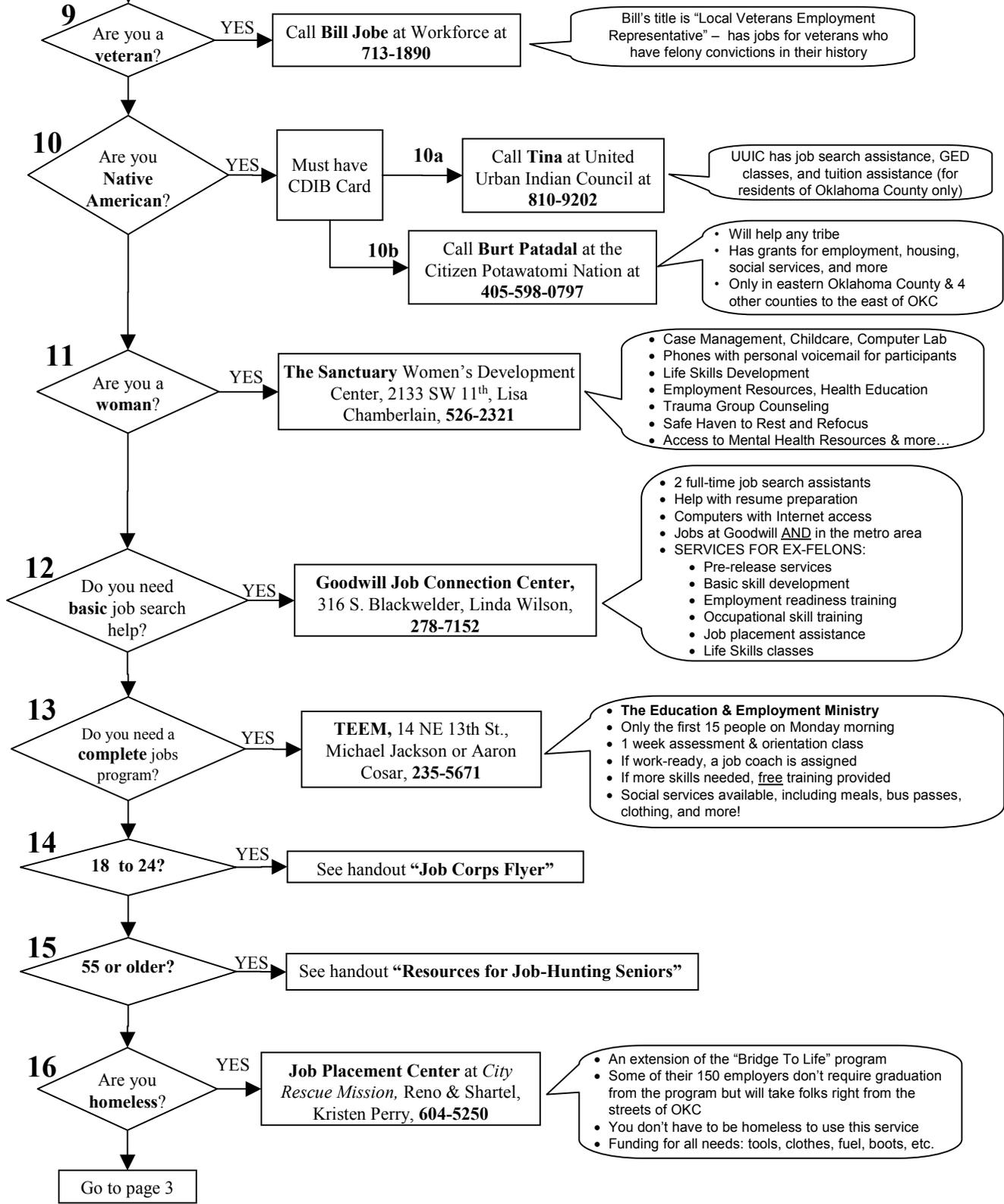
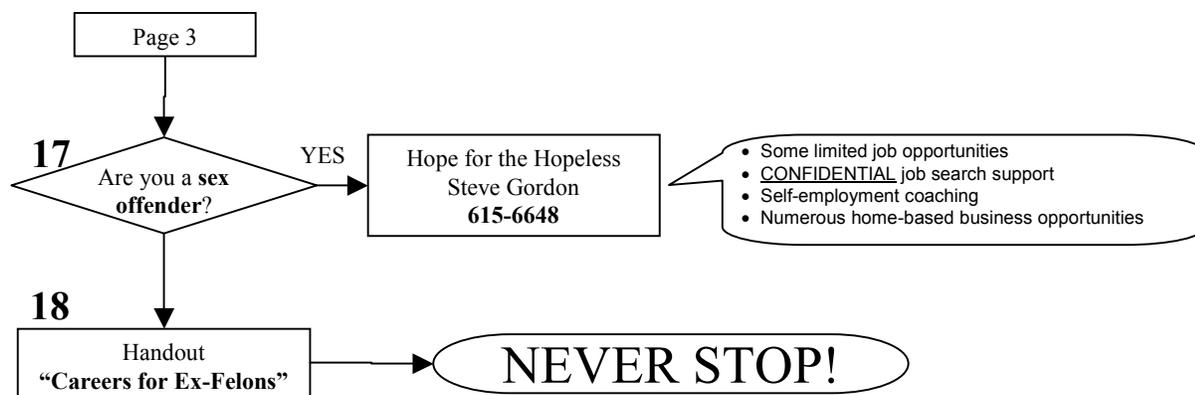


Page 2



Go to page 3



**A Great Resource:** *Urban League's*

***EMPLOY*** "Employment Information Sessions"

- Every other Monday of the month, 8:30 to 1:00
- RSVP required, appropriate clothing
- Felon-friendly employers, ready to hire
- Contact *Beverly Leflore-Woodson* for more details at 424-5243 ext. 107, or [blwoodson@urbanleagueok.org](mailto:blwoodson@urbanleagueok.org)
- 3900 N. Martin Luther King Ave.
- Also, extensive felon-friendly job opportunities through a highly-respected and effective program

**WorkForce Locations in OKC metro area:**

(The Okla. Employment Security Commission – [www.ok.gov/oesc\\_web/Services/Workforce\\_Services/index.html](http://www.ok.gov/oesc_web/Services/Workforce_Services/index.html))

- Brookwood Office, 9210 S. Western, Suite A-9, 234-5000
- Eastside Office, 7401 NE 23<sup>rd</sup> St., 713-1890
- *Job Search Website:* [www.oklahomajoblink.com](http://www.oklahomajoblink.com)

**Setting "Alerts"**

Some job websites and services, such as WorkForce, Monster.Com, etc., have a feature called *Alerts*. If you tell them what you are looking for, they will send you an email or text message when a job comes up that meets your search preferences. Be sure to check your email daily!

**Other Great Resources**

Check the Resource Table for the following handouts:

- *Become an Activist!*
- *Job Leads in OKC*
- *Job Search Preparation Checklist*
- *Job Search Tracking Form*
- *Online Job Search Websites*
- *Persons With Disability Employment Program*
- *Public Library List*

**Of Cell Phones, Voice-Mail & Email**

Here are some tips for success:

1. You simply must have a cell phone number with a voice-mailbox set up on it, in order for employers to reach you. (Or a home-phone with an answering machine that you check frequently.)
2. When you set up your voice-mailbox, you have two options: 1) Just say your name; or 2) A personal greeting recorded in your voice. In either case, speak clearly, in a business-like manner. In case #2, record a business-like greeting, clearly stating your name, so they know they have reached you successfully, and a short message with instructions for leaving a message.
3. Do NOT have a bunch of music playing and a vulgar personal greeting! This could be the employer's first impression of you and you don't want to turn them off, before you ever get a chance to speak with them.
4. Similarly, with your email address, make sure that it is professional and businesslike, in some form of your name, not a personal email "handle" that would give a bad impression. Again, this may be their first impression of you.

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